HAPPY WHEELS

APPLICATION FOR EMPLOYMENT

\*An Equal Employment Opportunity Employer

**Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Position Sought: |  |  | Date Available: |
| Days Available for Work: |  |
|  | **PERSONAL DATA** |
| Last Name | First Name | Middle Initial |
| Present Address, City, State and Zip Code | How long at this Address: | Phone Number: |
| Other names you have previously gone by? |  |  |
| Are you 18 or Older?Yes ( ) No ( ) | Are you legally authorized to work in the United States? |
| Have you previously volunteered for Happy Wheels?Yes ( ) No ( ) If Yes, Dates (general):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Have you ever been convicted of a crime? Yes ( ) No ( )\****Please note that a “Yes” response will not automatically disqualify you from further consideration for employment***.If Yes, please provide full details, including the nature, location, and date of the conviction(s) (attach additional pages if necessary):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Person(s) to be notified in case of an emergency: |
| **Name** | **Address** | **Phone Number** | **Relationship** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **EDUCATION** |
|  | **Name of School** | **Location** | **# of Years Attended** |
| High School: |  |  |  |
| Other: |  |  |  |
|  |  |  |  |
| Please list and describe any certifications, degrees, experience, training, abilities, and/or special skills that may contribute to your qualifying for this position. Attach additional pages if necessary. |
|  | **EMPLOYMENT HISTORY** |
| Please list all of your past employers in chronological order. Attach additional pages if necessary. |
| Present or Immediate Past Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address & Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Job Title(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Reason for Leaving:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employed From:\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_ | Starting Salary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| May we contact this employer?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Ending Salary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Prior Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address & Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Job Title(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Reason for Leaving:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employed From:\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_ | Starting Salary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Address & Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Employed From:\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_ | Starting Salary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| May we contact this employer?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Ending Salary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **PERSONAL REFERENCES** |
|  | Please list only non-relatives that you have known for at least one year. |
| Name | Address | Phone Number |
|  |  |  |
|  |  |  |
|  |  |  |

I have applied for employment with Happy Wheels, and I hereby authorize Happy Wheels to contact my former employers and references provided above for the purpose of acquiring information regarding me in connection with this application for employment. I also authorize such former employers and references to supply information about me, either verbally or in writing, to Happy Wheels. I waive any and all claims against such former employers and references which may arise as a result of their furnishing such information.

I understand and agree that, should I receive a conditional offer of employment from Happy Wheels, Happy Wheels may, in accordance with applicable laws and regulations, use the information contained in this application, as well as other information that I provide during the application process, to conduct a background check in order to verify my suitability for employment. Happy Wheels’ background check may include, without limitation, verifying information pertaining to my criminal, credit, and, where job-related, my driving history.

I understand that Happy Wheels has an employee handbook that includes, among other items, policies pertaining to substance use/abuse and confidentiality. I also understand that, if I receive an offer of employment from Happy Wheels, any such offer is conditional on my taking and passing a drug test. If employed by Happy Wheels, I understand that I will be required, as a condition of employment, to sign and fully comply with the provisions contained in its employee handbook including, without limitation, those policies pertaining to substance use/abuse and confidentiality.

By my signature below, I certify that the answers given by me to all of the questions on this application are, to the best of my knowledge and belief, fully complete, true, and correct, and that I have not omitted any material information. I understand that, if I am employed by Happy Wheels, any misleading or incorrect statement, or other falsification of or material omission from this application, will be cause for termination from employment regardless of the time when such is discovered. In the event Happy Wheels has made a conditional offer of employment to me, Happy Wheels may withdraw the offer if it discovers that I have provided any misleading, false, or incorrect statement in, or that I have omitted material information from, this application.

**If I am hired, I understand and agree that, unless I am employed pursuant to a valid contract of employment signed by Happy Wheels’ Executive Director that expressly states otherwise, I will be employed on an at-will basis, meaning that either Happy Wheels or I may terminate my employment at any time, for any or no reason, with or without cause, and without prior notice. I understand that no Happy Wheels policy, practice, procedure, statement, or agreement by any other Happy Wheels representative or employee can alter this at-will employment relationship.**

**HAPPY WHEELS IS AN EQUAL OPPORTUNITY EMPLOYER. HAPPY WHEELS DOES NOT DISCRIMINATE AGAINST APPLICANTS OR EMPLOYEES IN ANY PHASE OF EMPLOYMENT, INCLUDING, WITHOUT LIMITATION, IN HIRING, PROMOTION, TRANSFER, DEMOTION, TERMINATION, WAGES, BENEFITS, AND OTHER CONDITIONS OF EMPLOYMENT, ON THE BASIS OF RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, SEXUAL ORIENTATION, GENDER IDENTITY, DISABILITY, GENETIC INFORMATION, VETERAN STATUS, AGE, OR ANY OTHER PROTECTED CLASS SPECIFIED BY APPLICABLE LAW OR REGULATION. HAPPY WHEELS ALSO PROVIDES APPLICANTS AND EMPLOYEES WITH EQUAL EMPLOYMENT OPPORTUNITIES WITHOUT REGARD TO PREGNANCY, CHILDBIRTH, MEDICAL NEEDS ARISING FROM PREGNANCY OR CHILDBIRTH, AND RELATED MEDICAL CONDITIONS INCLUDING, BUT NOT LIMITED TO, LACTATION. IF YOU WOULD LIKE TO REQUEST AN ACCOMMODATION FROM HAPPY WHEELS IN ORDER TO ASSIST YOU IN APPLYING FOR EMPLOYMENT, PLEASE CONTACT TRACEY RANKIN AT HAPPYWHEELSCOLUMBIA@GMAIL.COM.**

**MY SIGNATURE BELOW EVIDENCES THAT I HAVE READ, UNDERSTAND, AND AGREE TO EACH OF THE ABOVE STATEMENTS**.

Applicant’s Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_